

THIS FORM MUST BE TYPED ON DEPARTMENTAL LETTERHEAD

DATE

MEMORANDUM FOR RECORD

SUBJECT: Annual 1033 Weapons Accountability Update

1. As the Weapons Point of Contact for (AGENCY NAME), I have verified that we are in possession of the weapons listed on the attached serial number list dated XX/XX/XXXX. A physical inventory has been conducted and all serial numbers have been verified.
2. The (AGENCY NAME) continues to maintain, operate, finance, properly store and account for all weapons acquired through the 1208 and/or 1033 Programs. All records pertaining to original acquisition, registration with ATF, and weapon disbursement within our agency are accurately maintained and available upon request.
3. The (AGENCY NAME) understands that it is our responsibility to inform the 1033 Program staff of any changes that occur and will update this memorandum on an annual basis.
4. I can be reached at (Weapons POC Phone number) and (Weapons POC email address).

WPOC Signature

Signature block for Weapons POC
Agency Name

Law Enforcemnt Agency Name
(weapon type)
Serial Number List

Inventory Date 4/4/2008

Serial Numbers
1234567
1234568
1234569
1234570
1234571
1234572
1234573
1234574
1234575
1234576
1234577
1234578
1234579
1234580
1234581
1234582
1234583
1234584
1234585
1234586
1234587
1234588
1234589
1234590
1234591

*** This Serial number list is
referred to as an attachment
to the following documents:

657 Receipt
ATF 10
Physical Inventory